Michaela Community School
GOVERNING BODY MEETING
Agenda

Date and time:	**Location**:
Monday 25th March 2024, 5.30 – 6.30pm	Meeting to be held remotely via Teams

Attendees:		
Name	Initials	Role
Chidi Amadi	CA	Governor
Sharon Brittan	SB	Governor
Pia Decarlucci	PD	Governor
Mohsin Drabu	MD	Governor
Katharine Birbalsingh	KB	Head Teacher
Katie Ashford	KA	Staff Governor
Iskander Fernandez	IF	Parent Governor
Adeyemi Fasogbon	AF	Parent Governor
Matthew Godfrey	MG	Governor
Rebecca Williams	RW	Governor
Lundi Nyoni	LN	Governor
Daniel Hall	DH	Governor
Stephanie Ting	ST	Governor
Brett Williams Yale	BWY	DHT
Ali Mansfield	AM	Clerk

No.	FGB Items	Led by
1.	**Welcome and Introductions**	CA
2.	**Declaration of Business Interests** • Governors to declare any changes to the register • Governors to declare any conflicts of interest for the current agenda • Governors to declare any gifts or hospitality received in their role as a Governor of MCS	AM
3.	**Minutes of last meeting (18th December 2023)** • To agree the minutes of the last meeting • Matters arising not covered elsewhere on this agenda - none	CA

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4.	**Safeguarding Report – Katie Ashford**	KA

5.	**Finance Report**
	• Report from Finance Manager
	• Budget position at Month 5
	• Trial Balance
	• Cash Balances
	• Cash Flow
	• Catering account – autumn term
	• Pupil numbers
	• School Resources Management Self-Assessment Tool (SRMST): checked and approved for submission by Finance Governors
	• Lunch debts
	• Contacts for renewal:
	  o Preventative Maintenance
	  o Cleaning
	  o Energy
		AM

6.	**Risk Register**	AM
7.	**Internal Controls Visit – 1 of 3**	AM
8.	**Admissions Policy** To note that the Admissions Policy for 2025/26 was approved by Chair's Action, there were no changes. Consultation will take place in October 2024 for the 2026/27 policy (consultation takes place at least every 7 years).	
9.	**HT Report**	KB
10.	**AOB**	CA
11.	**Date of Next meeting** Items for next meeting:	All